



Administrative Associate

Part-time

10 hours/week

20 week contract

Rate: \$15.00

Anticipated Start Date: February 7, 2022

Reports to General Manager

The position of Administrative Associate supports the company's mission and values with specific knowledge and work experience in the areas of theatre festival administration and production. The Administrative Associate will work with the General Manager to ensure the smooth operation of the company's general administration, including the transfer, update and organization of company documents as required. The placement will execute and support key tasks in the areas of operations, administration, and records keeping. There is the opportunity to build skills and experience in both general arts and theatre specific administration and management.

Goal: To execute and support key production tasks as designated, ensuring the smooth day to day operations and complete the updating of company documentation and files.

General responsibilities: The Administrative Associate will report to and work under the direct supervision of the General Manager in person and remotely. The placement will also work remotely and on site with appropriate production & artistic team members as required, including the Patron Services and Marketing and Revenue Development Coordinators. General office tasks include:

- Filing & document organization
- correspondence
- records maintenance and data management
- event planning documentation
- basic bookkeeping related documentation (preparing expense claims, payment requisitions, invoices, etc.)

Requirements

This is a government funded position and the successful candidate is between the ages of 16 and 29, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Previous general administrative experience an asset
- Previous theatre management experience and knowledge in any area a major asset
- Previous arts management training and/or experience an asset
- Strong time management and organizational skills
- Ability to work well in a high energy, multi-task environment
- Ability to work independently or with little supervision as required
- Strong written/oral communications and interpersonal skills
- Strong working knowledge of general office software and programs (Office Suite, Excel)
- Able to work well with multiple team players and Theatre 3x60 personnel
- Ability to represent and advocate for the organization and the sector.

The successful candidate must have access to independent, reliable transportation as relates to the position requirements for the duration of the placement.

Covid related priority for 2022 – due to the location of our office and storage facilities, preference will be given to applicants who reside in Durham region and can confirm safe accommodations and transportation within Durham region.

This position is being offered through the Employment Ontario Job Connects program and requires successful completion of the necessary training program prior to start of employment as part of the hiring criteria. Detailed information available on request and start date may be negotiable to accommodate completion of training.

Applications will be accepted until January 28, 2028

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at info@theatre3x60.ca. We thank all applicants for their interest, but will be contacting only those candidates required for an interview, which will be conducted virtually between February 1 - 4, 2022.

“Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available.”